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VA-669-21-00004

I. GENERAL INFORMATION

- 1. SOLICITATION NO:** VA-669-21-00004
- 2. ISSUANCE DATE:** 06/30/2021
- 3. CLOSING DATE / TIME FOR RECEIPT OF OFFERS:** 07/21/2021 at 17:30 Monrovia time
- 4. POINT OF CONTACT:** Marc Griego, email at LiberiaHR@usaid.gov
- 5. POSITION TITLE:** Project Management Specialist (Senior Civil Engineer)
- 6. MARKET VALUE:** 40,344 - 64,550 [USD] equivalent to **FSN-11**
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Liberia Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** Initial contract will be for one year (with optional years included for extension, not to exceed five years), based on the programmatic needs, funding availability, and performance. This is considered a permanent position. Employment under any contract issued under this solicitation is of a continuing nature. Its duration is expected to be part of a series of sequential contracts; all contract clauses, provisions, and regulatory requirements concerning availability of funds and the specific duration of the contract shall apply.
- 8. PLACE OF PERFORMANCE:** Monrovia, Liberia.
- 9. ELIGIBLE OFFERORS:** Individuals who are Liberian citizens or non-Liberian citizens lawfully admitted for permanent residence in Liberia.
- 10. SECURITY LEVEL REQUIRED:** Facility and computer access

11. STATEMENT OF DUTIES

Basic Function of Position:

The Senior Civil Engineer will be based in USAID/Liberia's Office of Economic Growth. The Senior Civil Engineer will serve as a mentor and supervisor to junior engineering staff and lead on the development of infrastructure projects in the WASH, energy, and transportation sectors. The Senior Civil Engineer will also be required to travel throughout Liberia to conduct site visits to satisfy reporting requirements in conjunction with quality assurance and project acceptance inspections for ongoing contracted work. During field visits to work sites, at times the Civil Engineer may live and work in rustic conditions.



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The Senior Civil Engineer will work across the Mission with Technical Teams, including the Economic Growth, Health, Democracy and Governance and Education Teams, to lead the planning, design and execution of new construction, renovation, and improvement projects, providing engineering expertise and guidance, analyzing contract plans and specifications to identify problem areas or potential problems with planned construction and activities, and making recommendations to resolve problems. In addition, the incumbent will serve as a Quality Assurance Representative performing contract administrative functions with responsibility for the quality assurance and inspection of construction projects for compliance with plans, specifications, acceptability of materials, methods, and workmanship, and required safety and labor law regulations. Projects may include but are not limited to general construction of rural roads, bridges, market centers, commodity warehouses and civil work for energy programs, such as hydro, solar and biomass plants. Finally, the Senior Civil Engineer will supervise, train and mentor a junior Civil Engineer and Energy Specialist, offering support and advice while assisting in the administration of his own portfolio of engineering projects. The Senior Civil Engineer will report to the Economic Growth Team Leader or his/her designate.

Major Duties and Responsibilities:

Project Management:

50% of Time

1. Undertake duties of COR/AOR as needed. Provide input/advice to his/her supervisor regarding all matters pertaining to proposed, planned, and ongoing activities. Undertake engineering oversight activities as assigned by the Supervisor and/or the Contracting Officer.
2. Review of Implementing Partner's design plans and specifications and keeping administrative files and records of these activities.
3. Scheduling and coordinating inspection visits and all logistical and equipment support requirements with contractors and key partners, including the Ministry of Public Works' Infrastructure Implementation Unit (IIU), regional and zonal engineers, and district officials responsible for roads and other infrastructure operations and maintenance.
4. Conduct field site visits for quality assurance/quality control. Provide field trip reports both written and photographic as required to monitor progress and to ensure work is progressing in accordance with established designs, engineering practices, workmanship, safety, and environmental considerations.
5. Review and approve all activity reports, voucher and payment requests related to activities, noting discrepancies in documentation, and reporting such discrepancies to Economic Growth Office supervisors and/or Mission authorities.



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6. Attending all required meetings, scheduled events, and conferences related to assigned program and project activities. This may involve interacting with national, county and district community officials regarding facility/project completion and modification issues, including inspection, security, maintenance, operations, and logistical support requirements. Frequent interactions with high-level government officials may be required.
7. Ensure compliance with 611e requirements by assessing the host country recipient organizations technical and financial capacity to manage and operate infrastructure constructed by USAID.
8. Work closely with the Mission Environmental Officer to ensure that Mission support construction projects are in compliance with Reg. 216 requirements.

Supervision and Mentorship:

25% of Time

1. Mentor Civil Engineer and Energy Specialist in USAID processes and roles and responsibilities, with the goal of gaining knowledge and expertise in USAID standard operating procedures.
2. Assignment of duties to the Civil Engineer and Energy Specialist, as requested by the EGO Director and Mission Front Office. The incumbent will be expected to assign tasks according to priorities which are subject to frequent change.
3. Supervision and evaluation of the Civil Engineer and Energy Specialist. Incumbent will be ultimately responsible for the work produced by his/her subordinate and will be accountable to the EG Office Director for the quality of this work.

Program Management:

25% of Time

1. Serve as a USAID/Liberia Mission representative in the Energy and WASH Technical Working Groups and present USAID activities, priorities, and accomplishments.
2. Work with USAID/Liberia Technical Teams to determine infrastructure needs and advise teams on USAID Policy and Guidance on the implementation of Engineering and Construction activities.
3. Incorporate infrastructure priorities into the USAID country strategies and project design documents to ensure technical teams are able to accomplish programmatic objectives.
4. Assist in the preparation of the relevant sections of the Economic Growth Semi-Annual Portfolio Reviews, Operational Plans, as well as other relevant program documents and reports as needed.



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- **Supervisory Controls**

The incumbent will supervise two Foreign Service National (FSN) Engineers and will be accountable for their training, evaluations, and performance of duties.

- **Supervisory Relationship**

The Civil Engineer will work under the direction of the Team Leader for the Infrastructure and Private Sector Team. S/he will develop a personal annual performance plan, in coordination with his/her supervisor, and will be evaluated annually on the basis of the performance plan.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

1. **Education:** Minimum of bachelor's degree in Civil Engineering, Mechanical Engineering, Electrical Engineering, Agricultural Engineering, or related fields are required.
2. **Prior Work Experience:** A minimum of 5 years of pertinent professional engineering and construction management experience.
3. **Work/Residency Permits:** Applicants must have valid work and/or residency permits allowing work in Liberia.
4. **Language Proficiency:** Level IV (fluent) in English. Excellent English verbal communication skills, tact, and diplomacy, and the ability to establish and develop productive working relations with key stakeholders are required.

III. EVALUATION AND SELECTION FACTORS

The Evaluation Factors listed will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application. Applicants must submit a supplemental document outlining their responses to the evaluation factors in order to be considered. Only the highest-ranked applicants will be interviewed.

1. Selection Process

After the closing date for receipt of applications, a committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. Applications from candidates who do not meet the minimum requirements will not be scored. As part of the selection process, the most qualified candidates will be interviewed. Reference checks will be made only for applicants considered as finalists. The applicant's references must be able to provide substantive information about his/her past performance and abilities.

2. Evaluation Factors

Those applicants who meet the minimum education and experience qualifications will be evaluated based on the content of their application as well as on the applicant's writing, presentation, and communication skills. Failure to specifically address the Evaluation Factors will result in the applicant not receiving full credit for pertinent experience.



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FACTOR #1: Management of USAID or donor funded infrastructure programs.

In 500 words or less, please describe your experience in the management of USAID funded WASH, Energy, Transportation and Building Construction programs or activities. Experience should include field monitoring and project or contract administration including start up, work planning, implementation, evaluation and close out activities.

FACTOR #2: Project Design Experience.

In 500 words or less, please describe your experience in designing infrastructure programs and developing strategies, project descriptions, support documents and procurement documents.

FACTOR #3: Supervisory Experience:

In 500 words or less, please describe your experience in mentoring or supervising junior engineers.

3. Basis of Rating

The Applicant Rating System is as follows:

Evaluation Factors

Factors 40 points

Factor # 1 15 points

Factor # 2 15 points

Factor # 3 10 points

Interview Performance 60 points

Interview questions will revolve around the candidate's ability to:

- Describe their experience and qualifications related to Engineering management and
- Communicate Effectively

Total Possible Points 100 points



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IV. SUBMITTING AN OFFER

All applications must be submitted electronically by email with the subject line **VA-669-21-00004 – Project Management Specialist (Senior Civil Engineer)** LiberiaHR@usaid.gov

Applicants may submit an application prior to the closing date and time specified in Section I, item 3 mentioned above unless revised.

Qualified applicants must submit the following documents, or their applications will not be considered for this position:

1. A current curriculum vitae (CV) or resume, not to exceed 3 pages.
2. A minimum of three (3) professional references with telephone and e-mail contacts, who are not family members or relatives, with working telephone and email contacts. The applicant's references must be able to provide substantive information about his/her past performance and abilities. At least one reference provided should be a current or former supervisor.
3. A supplemental document with a written response to the Evaluation Factors.

Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the work experience requirement. There is no exception to these requirements.

Short-listed candidates may be requested to provide educational documents such as transcripts for degrees, diplomas, certificates, and other pertinent documents as needed.

Any attachments provided via email must be compatible with Microsoft Word or PDF and not zipped. Note that attachments to email must not exceed 25 MB. Incomplete applications will not be considered.

The Agency retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.